

## INSTRUCTION SHEET

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dated

Destroy [REDACTED] and replace with the attached revision dated

This handbook is revised as follows:

1. Extending application to certain types of career associates.
2. Designation of component personnel officers as action officers.
3. Noting in paragraph 2a(1)(6) that the Special Activities Branch, Office of Personnel, is responsible for situations not within the purview of this handbook.
4. Exclusion of individuals who are not resigning voluntarily.
5. In paragraph 2a(2)(d), providing revised and expanded instructions concerning return after extended leave.
6. Addition of paragraph 2a(2)(i) to address tax matters that concern ~~career associates and~~ contract employees.
7. Addition of paragraph 2a(3)(b) to cover security considerations attendant to resignation while on LWOP.
8. In paragraph 2a(6)(b) and elsewhere, as appropriate, noting that Secrecy Agreement Reminders will be executed.
9. In paragraphs 2a(7)(a), deletion of income tax returns as a matter included in cover instructions.
10. Assignment of new responsibilities to component personnel or administrative officers set forth by addition of paragraphs 2b(1)(d), (e), and (f).

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INSTRUCTION SHEET (cont.)

11. Expansion of paragraph 2d(3) to cover tax documents.
12. Addition of reference to Form 3917, Request for FLSA Designation, as pertinent to the conversion process.
13. Updating of organization titles and minor editorial changes.

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FOREWORD

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Rescission: [REDACTED] dated 16 November 1972

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This handbook sets forth the procedures for exit clearance processing to ensure that the Agency's obligations to the departing individual and the individual's obligations to the Agency are properly discharged.

JOHN F. BLAKE  
Deputy Director  
for  
Administration

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Figure No.

- Form 21, FINAL CLEARANCE RECORD

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## 1. (C) GENERAL

- jk Documents*
- a. The purpose of exit clearance processing is to ensure that the Agency's obligations to the departing individual and the individual's obligations to the Agency are properly discharged. Before individuals separate from the Agency or depart on extended leave ~~(of 60 calendar days or more)~~, they are required to return or account for Government property issued to them and for Agency or other Government documents return custody records which are in their possession; arrange for settlement of any indebtedness to the Agency; be informed of any benefits (hospitalization, life insurance, accrued annual leave, etc.) to which they are entitled; and be briefed regarding cover, security, and special clearances held. In order that these obligations may be discharged in a timely and uniform manner, individuals must give notice of their intended separation or obtain approval for extended leave as soon as is practical, but at least two weeks in advance of their last workday. Failure to give adequate notice may delay final settlement of pay, leave, and retirement accounts for an extended period of time after departure.

- b. This handbook applies to staff personnel, Type I contract employees, ~~certain~~ <sup>\*</sup> career associates, and those civilian and military personnel detailed to the Agency whose exit processing is handled in or controlled by headquarters.

## 2. (S) PROCEDURES

- a. STAFF EMPLOYEES, TYPE I CONTRACT EMPLOYEES, CERTAIN CAREER ASSOCIATES, AND DETAILED CIVILIAN PERSONNEL

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(1) The personnel or administrative officer of the component to which the individual is assigned will:


(a) Notify the Personal Affairs Branch, Benefits and Services Division, Office of Personnel, at least two weeks before the last day of duty, or immediately if the individual fails to give two weeks advance notice, and give the following information:

- (1) Full name and any other true names (not pseudonyms) used in the Agency.
- (2) Serial number.
- (3) Project number (formerly FAN account).
- (4) Grade.
- (5) Funds from which paid (vouchered or confidential).
- (6) Reason for separation or extended leave (except special cases handled by the Special Activities Staff, Office of Personnel).

(b) Schedule an exit interview for staff employees who are resigning <sup>\*</sup>voluntarily, with the Professional Placement Branch, Staff Personnel Division, Office of Personnel, in the case of GS-07's and above, and with the Clerical Staffing Branch, Staff Personnel Division, in the case of GS-06's and below; exit interviews are not required for employees departing on extended leave.

(c) Prepare Form 1152, Request for Personnel Action, for staff employees and detailed civilian employees, as required by

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 in sufficient time to reach the Personal Affairs Branch before the employee's last workday.

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<sup>\*</sup> does not apply in the case of

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- (d) Notify the Audit and Certification Division, Office of Finance if, according to the records of the component, individual the employee has received, used, or been *(responsible for)* a custodian of Agency funds within six months preceding the date of or departure on extended leave? separation.
- (e) Notify the Central Cover Staff of the employee's pending departure, obtain instructions regarding the maintenance of cover ~~legend~~ as appropriate, and schedule an interview. individual
- (f) Have the employee take Form 642, Central Emergency and Locator Record, to the Personal Affairs Branch on the last workday.
- (g) Provide guidance and assistance to an employee who is retiring or resigning the employee in the preparation of a written undisclosed Summary of Agency Employment *(SAE)*. The personnel or administrative officer will submit the draft SAE summary for review and approval to the following: the employee's Career Service; the Central Cover Staff, if the employee has ever served under cover; and the Office of Security. After final approval of the SAE summary, the personnel or administrative officer will give the employee a separately typed copy of the text of the approved SAE summary and send the original with the approval signatures to the Office of Personnel for retention in the employee's Official Personnel Folder.
- (h) If appropriate, notify the Contract Personnel Division, Office of Personnel, of the termination of an employee's contract.

## (2) The Personal Affairs Branch will:

- (a) Notify all clearing components by "Weekly Advance Notice of Separations" of the pending separation or extended leave. of headquarters personnel. *also field separations*
- (b) Conduct the individual's final exit processing.
- (c) Obtain from all clearing components positive verification or certification that the employee has satisfied personal obligations to the Agency or has made satisfactory arrangements to discharge them. If appropriate, indicate on Form 21, Final Clearance Record (figure 1), those components from which the employee must obtain clearance in person on the last workday.
- (d) Instruct an employee who is going on extended leave to notify the Staff Personnel Division (SPD) 30 days prior to return to duty for reporting instructions. This can be accomplished by <sup>advising</sup> the component personnel or administrative officer, by calling SPD on extension 3404, or by furnishing the information by mail, addressing all correspondence to the Office of Personnel, CIA, Washington, D.C. 20505.
- (e) Give the employee any necessary forms, such as Standard Form 55, Notice of Conversion Privilege, Federal Employee's Group Life Insurance Act; Standard Form 8, Notice to Federal Employee about Unemployment Compensation; and Standard Form 2802, Application for Refund of Retirement Deductions.



- individual
- (f) If the ~~employee~~ must report in person to any components on the last workday, provide Form 21, Final Clearance Record, and direct that the individual report to those offices and return the completed form to the Personal Affairs Branch.
  - (g) Review the completed Form 21 to ensure that all required clearances have been properly verified or certified, complete the certification in the space provided at the bottom of Form 21, and forward the form and, when appropriate, Standard Form 2802 to the Office of Finance for retention.
  - (h) Forward ~~the~~ Form 642, Central Emergency and Locator Record, amended if necessary, to the Transactions and Records Branch, Control Division, Office of Personnel, where the information is coded and sent to the Office of Data Processing.
  - (i) For certain career associates, part-time contract employees, and any contract employees under nonofficial cover, obtain the address to which the final tax document (Form W-2, Wage and Tax Statement, or Form 1099, Miscellaneous Income), is to be mailed. This address should be forwarded to the Compensation Division, Office of Finance.
- (3) The Professional Placement Branch will:
- (a) Upon receipt of notification from the personnel or administrative officer, schedule and conduct the exit interview for staff employees grade GS-07 and above who

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(b) Upon notification of an employee's plan to ~~leave~~ <sup>resign</sup> while <sup>return to duty from</sup> in LWOP status, submit Form 377a, Request for Security Clearance, to the Office of Security and schedule security interviews, if necessary. (PAB)

(4) The Clerical Staffing Branch will, upon notification from the personnel or administrative officer, schedule and conduct the exit interview for staff employees in grade GS-06 and below <sup>or retiring?</sup> who are resigning voluntarily. ← NO! (PAB)

(5) The Office of Finance will arrange to pay the individual any moneys due and arrange for repayment if money is owed the Agency.

(6) The Office of Security will:

(a) Obtain Agency badges from departing personnel or determine that all badges have been properly accounted for.

(b) Conduct the security briefing and have departing personnel execute the appropriate Secrecy Agreement Reminders.

(c) Obtain all classified and unclassified documents and material remaining in the individual's possession, custody, or control that are the property of CIA or the custodial responsibility of CIA.

(d) Recover badges and, if requested, other documentation issued by or for the Agency if not surrendered on the last workday by the employee.

(7) The Central Cover Staff will:

(a) In collaboration with the component to which the individual is assigned, determine whether any previously established

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cover will be maintained. If so, instructions will be given regarding the cover legend to be used.

(c)  
(b)

(d)  
(e)

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and furnish this information to the Compensation Division, Office of Finance, within two weeks following the date of separation, or as soon as possible thereafter.

(8) The employee will:

- (a) Prepare a written summary of Agency employment for appropriate review and approval as delineated in paragraph 2a(1)(g) above.
- (b) Report to the Staff Personnel Division for the scheduled exit interview.
- (c) On the last workday turn in the Agency badge to the Office of Security receptionist, obtain a temporary "No Escort" badge, and report to the Personal Affairs Branch with Form 642, Central Emergency and Locator Record, for final exit processing.

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(d) Report to the Central Cover Staff for an interview as instructed.

(e) Report to the External Activities Branch, Office of Security, for an interview as instructed on the last workday.

(f) Report to other components for clearances and return the completed Form 21, Final Clearance Record, to the Personal Affairs Branch before departing the Agency.

b. STAFF EMPLOYEES, TYPE I CONTRACT EMPLOYEES, CERTAIN CAREER ASSOCIATES AND DETAILED CIVILIAN PERSONNEL WHEN EXIT CLEARANCE MUST BE OBTAINED IN ABSENTIA

(1) The personnel or administrative officer of the component to which the individual is assigned will:

(a) Notify the Personal Affairs Branch as soon as possible of the separation or extended leave following procedures specified in paragraphs 2a(1)(a), (c), and (d) above.

(b) Obtain from the Central Cover Staff and <sup>furnish</sup> ~~forward to the~~ termination employee instructions regarding the maintenance or ~~elimination~~ of cover legends as appropriate.

~~(e)~~ <sup>(d)</sup> Ensure that the employee receives required documents, such as Standard Form 56, Agency Certification of Insurance Status, and Standard Form 2802, Application for Refund of Retirement Deductions, coordinating this action with the Personal Affairs Branch.

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(e)  
~~(d)~~ Retrieve and forward to External Activities Branch, Office of Security, all documentation (including credentials and badges) issued by the Agency and have appropriate Secrecy Agreement Reminders executed. The Office of Security will attempt to retrieve such documentation when the personnel or administrative officer is unable to do so.

(f)  
~~(e)~~ Notify the Professional Placement Branch (PPB) of voluntary resignation in absentia of staff employees in grade GS-12 and above, providing the reason for resignation, plans of the employee if known, and determination of reemployability. PPB will include this information in a quarterly report to the Deputy Director for Administration.

(g)  
~~(f)~~ For certain career associates, part-time contract employees, and any contract employees under nonofficial cover, obtain the address to which the final tax document (Form W-2, Wage and Tax Statement, or Form 1099, Miscellaneous Income) is to be mailed. This address should be forwarded to the Compensation Division, Office of Finance.

(2) The Personal Affairs Branch, in cooperation with all clearing components, will ensure that clearance processing is completed.

c. DETAILED MILITARY PERSONNEL

(1) The Military Personnel Branch, Staff Personnel Division, Office of Personnel will:

(a) Notify the personnel or administrative officer of the component to which the military detailee is assigned of the effective date of separation.

- (b) Conduct the exit interview.
  - (c) Prepare Form 21, Final Clearance Record, and obtain from appropriate components of the Agency positive verification or certification that obligations to the Agency have been satisfied or satisfactory arrangements to discharge them have been made.
  - (d) Schedule the military detailee five days before the last workday for a security interview with the External Activities Branch, Office of Security.
  - (e) Prepare Form 1152, Request for Personnel Action, in accordance with [REDACTED] 25X1A
  - (f) Review the completed Form 21 on the last workday to ensure that all required clearances have been properly verified or certified, complete the certification in the space provided at the bottom of Form 21, and file the form in the military detailee's Agency file.
  - (g) Conduct the final exit interview, obtain the Agency badge, and forward the badge to the External Activities Branch, Office of Security.
  - (h) In the event it becomes necessary to obtain clearances on a military detailee in absentia, ensure that the clearance processing is completed.
- (2) The personnel or administrative officer of the component to which the military detailee is assigned will:

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- (a) Notify the Audit and Certification Division, Office of Finance; the Central Cover Staff; and any Agency components that issued a special clearance still held by the military detailee.
- (b) Ensure that the military detailee has satisfied personal obligations to the component to which assigned or has made satisfactory arrangements to discharge them.
- (c) Obtain all internal clearances required.
- (3) The Office of Finance will arrange to pay the military detailee any moneys due, and if money is owed to the Agency, arrange for repayment.
- (4) The Office of Security will:
  - (a) Conduct the security interview and have departing personnel execute the appropriate Secrecy Agreement Reminders.
  - (b) Obtain all classified and unclassified documents and material remaining in the individual's possession, custody, or control that are the property of CIA or the custodial responsibility of CIA.
  - (c) Receive from Military Personnel Branch ~~the~~ Agency badges turned in by military detailees who have cleared the Agency in person and determine that all badges have been properly accounted for.

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issued by or at the request of the Agency unless such documentation has been surrendered to another Agency component.

- (6) The military detailee will report to the component to which assigned and to other components of the Agency for clearances and return completed Form 21, Final Clearance Record, to Military Personnel Branch on the last workday.

d. STAFF AGENTS

(1) Separation

- (a) The personnel or administrative officer of the component to which the individual is assigned will:

(1) Notify the Contract Personnel Division as far in advance as possible of the separation.

(2) Prepare Form 1152, Request for Personnel Action, as required by [REDACTED], in sufficient time to reach the Contract Personnel Division before the individual's last working day.

(3) Notify the Audit and Certification Division, Office of Finance, of the pending separation, and obtain the address to which the final tax document (Form W-2, Wage and Tax Statement, or Form 1099, Miscellaneous Income) is to be mailed. and forward This address should be forwarded to the Compensation Division, Office of Finance.



- (4) Notify the Central Cover Staff of the pending separation, obtain instructions regarding ~~the~~ maintenance of the individual's cover legend as appropriate, and schedule an appointment for an interview.
- (5) If appropriate, request direct refund of retirement deductions by [REDACTED], obtaining the concurrence of the Central Cover Staff and the Office of Personnel.

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(b) The Contract Personnel Division will:

- (1) Obtain from all clearing components the positive verification or certification that the individual has satisfied personal obligations to the Agency or has made satisfactory arrangements to discharge them.
- (2) Ensure that the individual receives necessary forms, such as Standard Form 2802, Application for Refund of Retirement Deductions.
- (3) If the individual must report in person to any component (see [REDACTED] regarding approval for staff agents to enter overt CIA buildings), provide the individual with Form 21, Final Clearance Record, and direct that he or she report to the offices indicated and return the completed form to the Contract Personnel Division.
- (4) Forward completed Form 21 and, when appropriate, Standard Form 2802, Application for Refund of Retirement Deductions, to the Office of Finance.

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(c) The Office of Finance will arrange to pay the individual any moneys due and, if money is owed to the Agency, arrange for repayment.

(d) The Office of Security will:

- (1) Conduct the security interview and have departing personnel execute the appropriate Secrecy Agreement Reminders.
- (2) Obtain from the individual all classified and unclassified documents and material in the individual's possession, custody, or control that are the property of CIA or the custodial responsibility of CIA.
- (3) Obtain badges and, if requested, other documentation issued by or for the Agency if not surrendered on the last workday.

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(e) The Central Cover Staff will:

- (1) In collaboration with the component to which the individual is assigned, determine whether any previously established cover will be maintained. If so, give the ~~separating~~ individual instructions regarding the cover legend to be used.

(4) The above functions will be performed by the Office of Security if the individual will be at headquarters; otherwise the Office of Security will arrange for the component concerned to perform them.

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~~to the Compensation Division, Office of Finance,  
within two weeks following the date of separation,  
or as soon as possible thereafter.~~

(2) Conversion to Staff Employee

(a) The personnel or administrative officer will:

- (1) Notify the Contract Personnel Division as far in advance as practical of the conversion to staff employee.
- (2) Prepare <sup>the</sup> resignation action [REDACTED] and excepted appointment action on Form 1152, Request for Personnel Action, and Form 3917, Request for FLSA Designation, in true name. A request for assignment of cover should be made in Section 18 of Form 1152 when conversion is to vouchered funds.
- (3) Ensure that <sup>the</sup> individual<sup>s</sup> change <sup>s</sup> Credit Union accounts and Agency insurance records to true name.
- (4) Notify the Office of Finance and the Central Cover Staff of the conversion to staff employee status.

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(b) The Contract Personnel Division will:

- (1) Request security approval to convert the individual to staff employee status.
- (2) Request the issuance of a staff employee badge.

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## (3) Separation in Absentia

The personnel or administrative officer of the component to which the individual is assigned will:

- (a) Notify the Contract Personnel Division as soon as possible of the separation, following procedures specified in paragraph d(1)(a) above.
- (b) Ensure that the individual receives required documents, such as Standard Form 2802, Application for Refund of Retirement Deductions.
- (c) Obtain from the Central Cover Staff and forward to the individual instructions regarding the maintenance or termination / elimination of cover legends as appropriate.
- ~~(d)~~ <sup>(e)</sup> In cooperation with the Contract Personnel Division ensure that clearance processing is completed.
- ~~(e)~~ <sup>(f)</sup> Retrieve and forward to the External Activities Branch, Office of Security, all documentation (including credentials and badges) issued by the Agency and have appropriate Secrecy Agreement Reminders executed. The Office of Security will attempt to retrieve such documentation when the personnel or administrative officer is unable to do so.
- ~~(f)~~ <sup>(g)</sup> Forward completed Form 21, Final Clearance Record, and, when appropriate, Standard Form 2802, Application for Refund of Retirement Deductions, to the Office of Finance.

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## 3. (C) POSTSEPARATION PROBLEMS

Any Operating Official or Head of Independent Office who encounters a postseparation problem concerning a former employee may refer the problem to the Director of Personnel, who will review the case with the official or officials involved, devise a course of action for settling the problem in consultation with those officials, and prepare and coordinate official correspondence regarding the case. This does not prevent Operating Officials or Heads of Independent Offices from corresponding directly with separated employees concerning problems relating to their specific area of concern, provided such correspondence is coordinated with the Central Cover Staff. To avoid possible conflict or duplication, copies of such correspondence will be maintained in the former employee's Official Personnel Folder.